Maharshi Dayanand University Rohtak

Syllabus of Web Designing and Office Automation

(Ist Year) Certificate Course in Web Designing and Office Automation
Paper-I Internet Technologies (Paper Code: WDOA-101)

Max. Marks: 100
Time: 3 hrs.

1. Introduction to Internet: Definition and Evolution of Internet, Hardware and Software requirements of Internet, Working of Internet, Major Features of Internet, Accessing the Internet, Search Engines, Major Application Areas of Internet.

2. Introduction to Internet protocols: Concepts of TCP/IP Interney addressing, How to get into Internet, Modem, Browsers and Internet Service Provisions.

3. Internet Services: File Transfer protocol, Opening a Connection with a FTP Server, Transfer Files to My Computer, Remote Login, bulletin Boards and News Groups.

4. E-Mail: Objectives of e-mail, Logging into an E-Mail Attachments of e-mail, User names and Passwords, Internet Chatting, surfing through the Internet.

5. World Wide Web: World Wide Web (WWW)- Domain Software, The Client side and the Server Side, Creating and Locating Information on the Web Search Engines, URL's.

Suggested Readings:

1. Essentials of Computer & Network Technology by Dr. Nasib Singh gill, Khanna Publication.
2. Application of information Technology in Business by Dr. Rajender Singh Chhillar, Ramesh Publisher, Jaipur
3. Internet & WWW- How to program by H.M. Daital, P.J. Daietal, T.R.Nieto, PHI
4. Any other book(s) covering syllabi in more depth.

Note: The Examiner will set 8 questions in all the candidates will have to attempt any five Questions. All questions will carry equal marks.

Paper-II PC Software (Paper Code: WDOA-102)

Max. Marks: 100
Time: 3 hrs.

1. **Introduction to Windows:** Windows Fundamental Features of Windows, Types of Windows and Elements of Windows, Customizing Windows, windows working in windows, working with files and folders, Icons, recycle Bin, control Panel, Windows Explorer.

2. **MS-Word**: Introduction to MS-Word, standard Toolbar Word Warp, Text formatting, Formatting paragraphs, Applying effects to text Applying animation to text.

3. **MS-Excel**: Introduction to MS-Excel, working with toolbars, Formatting Formulas, Data management, Graphics and Chart, Macros and other Additional functions.

4. **MS-Power Point**: Introduction, Power Point Slide, Creating a Slide –Show, Adding Graphics, Formatting, Customizing and printing slides.

5. **Ms-Access**: Introduction, Understanding database, creating database and tables through Wizard.

Suggested Readings:

1. Application of Information Technology in Business by Dr. Rajender Singh Chhillar, Ramesh Publisher, Jaipur
2. PC Software for Windows Made Simple by R.K.Taxali, Tata McGraw Hill.
3. Learning MS-Office 2000 by R.Bangia, Khanna Book Publishing Company.
4. Any other book(s) covering syllabi in more depth.

Note: The Examiner will set 8 questions in all. The candidates will have to attempt any five Questions. All questions will carry equal marks.

Paper-III Computer Practical-I (Paper Code: WDOA-103)

Max. Marks: 100
Time: 3 hrs.

Computer practical will be based on the syllabi of Paper Code : WDOA-101 and Paper Code: WDOA-102.

Lab: Working knowledge of Internet Services, MS Word, MS-Excel, MS-Power Point, MS-Access.

Note: Computer practical will be taken by an external examiner, appointed by the University.